

# EXECUTIVE DIRECTOR

## KOSSUTH & PALO ALTO COUNTY ECONOMIC DEVELOPMENT CORPORATION

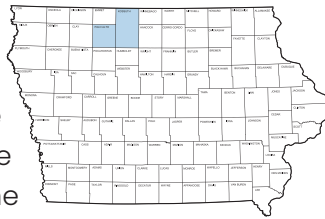


### THE OPPORTUNITY

Kossuth/Palo Alto County Economic Development Corporation (K/PACEDC) is conducting a search for a top-tier, high-performing Economic Development Executive Director. This position offers an exciting opportunity to engage with local business, government, and community leaders and implement K/PACEDC's strategic plan for community and economic development within Kossuth and Palo Alto Counties. With support and leadership from the board, the Executive Director will be responsible for carrying out short- and long-term objectives of the strategic plan. The Executive Director will be the primary spokesperson and lead all aspects of the organization's efforts including planning, marketing, board management, project management, community and partner relations, business retention and expansion, and coordinating financial assistance opportunities for business startups or growth projects. Additionally, this position will manage the organization's budget, daily operations, hiring and personnel, programs, and revolving loan funds.

### AREA OVERVIEW

Kossuth and Palo Alto Counties, located in Northern Iowa, have a population of 23,400. The counties are home to nearly 2,000 jobs in the manufacturing sector and 11,475 jobs overall. The area is proud of its major agricultural production and commercial and industrial base. Local businesses and industries benefit from a strong network of professional services to support their economic activities. Developed business/industrial parks in Algona and Emmetsburg and quick access to state and interstate highways offer attractive locations for expanding or relocating businesses. In the last decade, Kossuth and Palo Alto Counties have seen more than 150 successful business attraction, retention, and expansion projects. The counties are privileged to have Iowa Lakes Community College campuses, world class health care, affordable housing, low cost of living, a variety of recreation opportunities, and a strong sense of community.



### THE ORGANIZATION

Kossuth/Palo Alto County Economic Development Corporation is a non-profit 501(c)(6) corporation formed over 25 years ago to serve as the leader in economic development in Kossuth and Palo Alto counties. The organization continually strives to enhance quality of life for all residents by leading strategic efforts in business development and expansion, job growth and retention, and marketing. K/PACEDC builds and maintains strong relationships with community and business leaders in the two-county region. More than 130 businesses invest in K/PACEDC annually to ensure Kossuth and Palo Alto counties maintain a viable and thriving economic development organization.

K/PACEDC maintains a strong offering of programs and services to ensure economic vitality in Kossuth and Palo Alto Counties. K/PACEDC prepares an annual business survey and economic impact report to evaluate the current economic development climate for businesses and industry, address potential barriers and challenges, and identify new areas for business attraction and expansion. For twenty-five years, K/PACEDC has successfully managed and grown one of the top college intern programs in the state. K/PACEDC coordinates an annual leadership development program to equip community and business leaders with the skills to grow within their organizations and the community. K/PACEDC also facilitates networking and educational meetings for city government, businesses, and special interest committees.

# ESSENTIAL DUTIES

1. Establish an Annual Business Plan.
2. Implement a systematic and realistic approach to organizing and sustaining Kossuth/Palo Alto County Economic Development Corporations.
3. Meet with City Councils and community Economic Development Corporations on as needed basis or while working on a project for their community. Support Board members as they take the lead on educating local city councils on a regular or, as needed basis.
4. Assist communities by educating them on State and Federal programs and serve as an informational source. Be an educational resource for all communities.
5. Work directly with new and existing businesses to provide strategic assistance as they evaluate growth and expansion opportunities within Kossuth and Palo Alto County. These contacts include business management, president or corporate leaders, global site selectors, mayors, city council and city officials, local, regional and state economic development professionals.
6. Develop and maintain relationships, both internally and externally, to effectively manage issues impacting the organization's reputation, image, and member satisfaction.
7. Direct development, implementation and administration of the organization's programs available to support economic development groups and communities.
8. Provide expertise on business and community development to business and community partners regarding how decisions might impact communities, the county and new/existing business.
9. Manage the organization budget and business revolving loan program. Identify new funding sources in addition to membership retention.
10. Assist business and public sector partners in the site selection/expansion process, understanding of project finance packaging, skilled in state and local economic development resources and programs.
11. Be the facilitator for Iowa Economic Development Authority in making sure that communities will update their LOIS on an annual basis, or as required.
12. Work with UNI Institute of Decision-Making, Mid Iowa Growth Partnership, all Utility Partners, Professional Developers of Iowa and Iowa Economic Development Authority to help formulate a good foundation for Kossuth/Palo Alto County Economic Development Corporation. Network with City and County Officials, County Economic Developers, State Officials or any other Economic Partners.
13. This position needs to be visible and responsive to the needs of business, communities and elected officials in the county.
14. Maintain a professional office environment and oversee all office personnel.

## ORGANIZATION GOALS & OBJECTIVES

K/PACEDC sets ambitious goals each year to lay the groundwork for regional growth. K/PACEDC builds partnerships and encourages economic growth by providing assistance to business and communities in Kossuth and Palo Alto Counties. We work to remove obstacles and offer assistance programs that foster job creation and local investment. K/PACEDC strategically looks at developing workforce tools to strengthen our local economic and economic opportunities. We continue moving forward into our next stage of development by continuing to retain and expand our local businesses, along with educating leaders on available programs that could assist their workforce and enhance business operations.

- Strengthen community and business partnerships
- Encourage business formation, retention, and expansion
- Implement proactive marketing program to attract new employers
- Identify and actively market available commercial buildings, land, and industrial parks
- Manage business and industry call program to identify needs and growth opportunities
- Provide tools to increase the number of individuals with leadership abilities
- Encourage communities to establish incentive programs to stimulate business creation and expansion
- Lead prospect development and pursue opportunities from the Iowa Economic Development Authority
- Showcase K/PACEDC's successes via websites, social media, newsletters, and annual events

# SKILLS & QUALIFICATIONS

- Strong working knowledge of the Kossuth and Palo Alto Counties communities will be considered a plus.
- Proven track record of working and winning new business locations and assisting existing businesses.
- Passion-driven and committed to innovating and implementing the organization's Business Plan.
- Ability to plan, assign, and manage the work of volunteer boards and committees.
- Effective oral and written communication skills.
- Effective interpersonal skills and influencing abilities.
- Effective analytical, problem-solving, and decision-making skills .
- Strong analytical, organizational, financial, and motivational skills exhibited in an economic development, non-profit or business organizational environment.
- Knowledge of trends, developments, and techniques in the field of economic development, business, or non-profit administration.
- Ability to work effectively with large amounts of data, interpret the data correctly, and find trends, patterns and relationships.
- Support the organization's employee policies and procedures, including workplace safety rules.
- Requires travel within Kossuth and Palo Alto County's service territory, frequently outside of regular work hours; valid driver's license required at all times.
- Diploma from accredited four-year college or university - Degree in Business Management, Marketing, Real Estate, Finance, and/or other comparable fields is preferred.
- At least 3-4 years of professional full-time experience in an economic development organization, professional business management, operations, or planning.
- Employee must be able to perform the essential functions of the position, with or without an accommodation.
- All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

## JOB DETAILS

Full time exempt position based in Algona, Iowa, covering Kossuth and Palo Alto Counties. Typical schedule is Monday to Friday 8:00a.m. to 5:00p.m. with occasional nights/weekends. Salary commensurate with experience.

## TO APPLY

Please submit your cover letter, resume, and references to Bob Henningsen by email only. Send to [bob@smartsolutionsgroup.net](mailto:bob@smartsolutionsgroup.net). You may also call with questions at 515-238-2697.

KOSSUTH/PALO ALTO COUNTY ECONOMIC DEVELOPMENT CORPORATION

## MAJOR PROGRAMS & INITIATIVES

- Business & Industry Call Program
- Annual Business Survey
- Annual Economic Impact Analysis
- Target Industry Analysis
- Business Investment Campaign
- Business Headquarter Visits
- Intern Program
- Leadership Development Series
- Training Programs
- Job Board & Broadcasting
- Job-Seeker Resumes
- CEO Network
- Human Resource Network
- Quarterly City Clerk Meetings
- County Wide Breakfast
- Project Hope
- IEDA Tours
- County Highlight Sheets

## EXECUTIVE BOARD

### KOSSUTH COUNTY

- President: Sean Noonan, Farmers State Bank
- Vice President: Pat Berte, Northwest Bank
- Treasurer: Aaron McCartan, Titonka-Burt Communications
- Secretary: Crysti Neuman, Bancroft City Director
- Past President: Jason Wartick, Iowa State Bank

### PALO ALTO COUNTY

- President: Rick Brennan, Iowa Trust & Savings Bank
- Vice President: Tony Burgman, Community State Bank
- Treasurer: Jonathan Moe, Palo Alto County Health System
- Secretary: Kim Kibbie, City of Emmetsburg City Administrator
- Past President: Ivan Dalen, River Valley Telecommunications

The Kossuth County and Palo Alto County Executive Boards work closely to oversee K/PACEDC's programming and strategic initiatives.

# ABOUT THE AREA

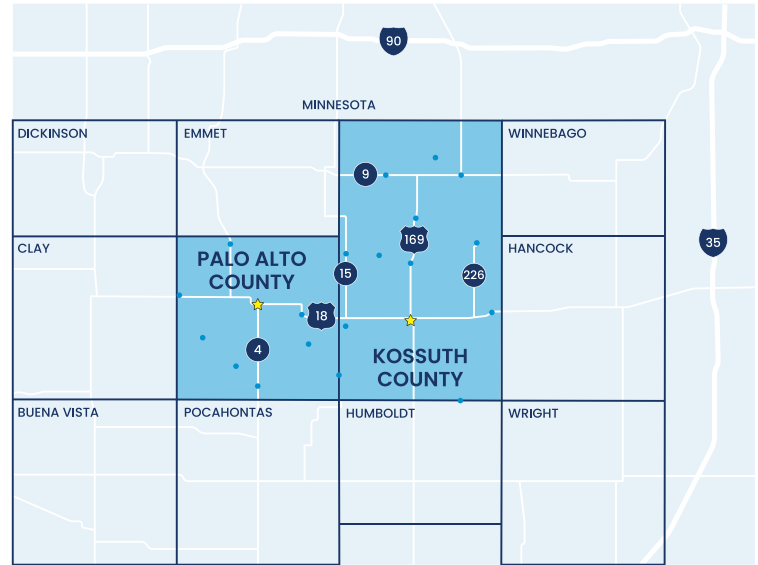


## COMMUNITIES

Kossuth County is home to Algona, Bancroft, Burt, Fenton, Lakota, Ledyard, Lone Rock, Lu Verne, Swea City, Titonka, Wesley, West Bend, and Whittemore. Palo Alto County is home to Ayrshire, Curlew, Cylinder, Emmetsburg, Graettinger, Mallard, Rodman, Ruthven, and West Bend.

## TRANSPORTATION

Kossuth and Palo Alto Counties connect to major Interstate Highways I-90 and I-35 via county, state and US highways. This strong network of transportation corridors efficiently connects the area with major trade and transportation locations (including Minneapolis/St. Paul, Des Moines, and Sioux Falls) within hours.



## AFFORDABILITY

Kossuth and Palo Alto Counties boast lower than average Cost of Living (73.2 and 72.8 respectively) with a variety of outdoor recreational amenities, entertainment, shopping and dining, libraries, educational opportunities, churches, and quality healthcare.

PALO ALTO COUNTY (72.8)

KOSSUTH COUNTY (73.2)

IOWA COUNTY (80.1)

UNITED STATES (100)



## MAJOR INDUSTRY

The recent growth in business, industry, and recreational offerings in recent years makes Kossuth and Palo Alto Counties an exciting place to do business, work, and call home. K/PACEDC has assisted with the retention and expansion of many companies in the two-county region, along with welcoming small businesses to the area. Alongside cities and counties, K/PACEDC strives to support and attract businesses and industry.



## QUALITY OF LIFE

Kossuth and Palo Alto Counties offer the best of small town life nestled in the heart of the Midwest. The counties offer a lower cost of living, affordable housing, peace and safety, a strong sense of community, modern amenities, fun activities, and both public and private educational opportunities spanning from Pre-K to post-secondary. Lakes, trails, wellness centers, shopping, and delicious food attract new residents and people to the area.

## ECONOMIC SNAPSHOT

POPULATION  
23,400

JOBS  
11,475

MANUFACTURING JOBS  
1,947

EMPLOYMENT RATE  
97.3%

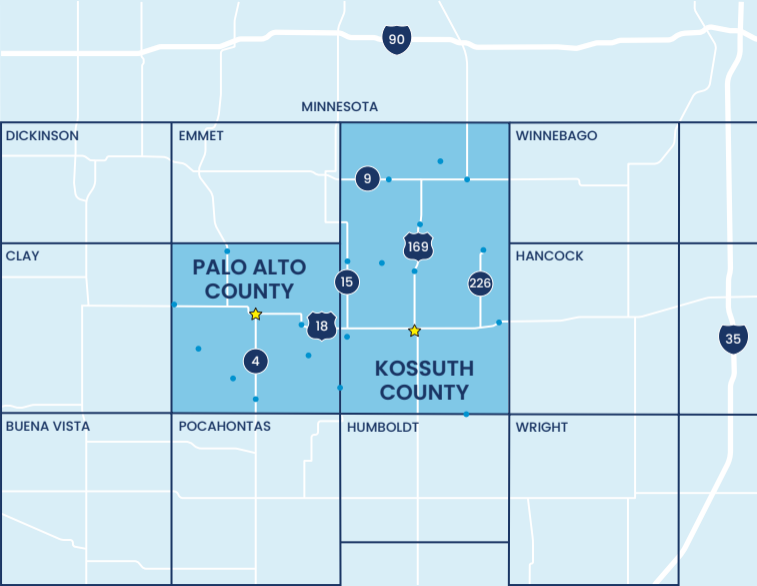
AVG. ANNUAL WAGES  
\$59,950

COMM. & INDUST. BUSINESSES  
1,406

SALES  
\$3.9 BILLION

EXPORTS  
\$2.8 BILLION

IMPORTS  
\$2.9 BILLION



MINNESOTA

DICKINSON

EMMET

WINNEBAGO

CLAY

**PALO ALTO  
COUNTY**

HANCOCK

**KOSSUTH  
COUNTY**

BUENA VISTA

POCAHONTAS

HUMBOLDT

WRIGHT

90

9

169

15

226

18

4

35

